



CITY OF WESTMINSTER CAREER OPPORTUNITY

Animal Control Officer

Salary: \$3,704 - \$5,210/month

Application Deadline: Open until filled

You are encouraged to submit your application as soon as possible as the first review date is anticipated to be August 9, 2013.

Job Summary

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Position involves capturing and transporting animals, licensing animals and enforcing animal control regulations and ordinances. Patrols streets in animal control vehicle to collect stray animals. Sets traps to capture stray and wanted animals. Transports animals to Animal Shelter. Quarantines animals who have bitten people or other animals to check for rabies. Responds to and investigates nuisance reports for appropriate action. Issues citations for violations of ordinances. Removes deceased animals from streets and public property. Prepares and files reports regarding animal control activities. Collects fees and issues tags for animal licensing. Deals with the public tactfully and courteously. Assists sick or injured animals, inspects pet shops and grooming parlors.

Knowledge of

Animal control and handling procedures; characteristics of a wide variety of house pets and other animals; police radio codes; animal capture methods and practices; animal quarantine and testing procedures; animal control ordinances and regulations; animal shelter procedures.

Ability to

Safely operate animal tranquilizer weapons; prepare and maintain records and files; write clearly and concisely in English; investigate to determine factual data; remove and dispose of dead animals; collect and issue receipts for monies; issue licenses and maintain records; operate two-way radio equipment; handle and care of small domestic animals, issuing citations for violation of ordinances.

Education/Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is high school graduation or G.E.D. equivalent. Successful completion of pre-hire physical and police background check is required. Possession of a valid California Driver License, Class C. is required.

Examination: Only those candidates whose qualifications best meet the needs of the City will be invited to participate in the examination process. The examination process may consist of any or all of the following components: written examination, practical skills evaluation, and oral interview. Eligible candidates will be notified when testing dates have been established.

To Apply: You must submit a completed City of Westminster employment application and resume. Unless specifically stated otherwise in this announcement, all requirements must be met at the time of application; and all required licenses and certificates must be current and attached to the required application materials. Applications are available in the City Hall lobby, on our website at www.westminster-ca.gov, or by calling (714) 548-3244. Application materials must be received by the application deadline. Postmarks and faxed applications will not be accepted. Applications may be submitted at the front information counter in the City Hall lobby or mailed to the Human Resources Department.

Westminster is centrally located in Orange County, approximately seven (7) miles from area beaches. We are ideally situated to provide convenient access to Orange County's extensive entertainment and recreation options. The City is easily reached by the 405 and 22 freeways, as well as Beach Blvd. Westminster encompasses an area of 10 square miles and is home to a residential population of approximately 92,000. The City of Westminster was incorporated in 1957 as a General Law City. The City operates under the Council-Manager form of government, employing approximately 275 full-time and 200 part-time employees.

EMPLOYEE BENEFITS – WESTMINSTER POLICE OFFICERS' ASSOCIATION

- **RETIREMENT BENEFITS:** The City participates in the California Public Employees' Retirement System (CalPERS). New members under the Public Employees' Pension Reform Act (PEPRA) shall be enrolled in the 2% @ 62 retirement plan formula. Classic members under PEPRA shall be enrolled in the 2% @ 60 retirement plan formula. Final determinations regarding new employees' status under PEPRA shall be subject to CalPERS retirement law and regulations. The City does not participate in Social Security. Mandatory participation in Medicare. Optional employee participation in Section 457 supplemental retirement plans. City contributions toward retiree medical insurance are based on length of employment.
- **INSURANCE BENEFITS:** The City's cafeteria benefits plan provides \$992.00 per month toward the purchase of health, dental, vision and life insurance, as well as additional voluntary products. Unused cafeteria plan dollars may be received by the employee as taxable income. A pre-tax flexible spending account is also available for health care and dependent care expenses. The City also provides a City-paid Employee Assistance Program (EAP) and Long-Term Disability (LTD) plan.
- **VACATION:** Employees earn 120 hours of paid vacation during their first year of service. An additional eight hours is earned for each additional year of service up to five years (maximum of 160 hours). Additional benefits apply after 20 years of service.
- **HOLIDAYS:** Employees receive 64 hours of paid holiday for official holiday closures, and an additional 16 hours of floating holiday time to be used at the employee's discretion.
- **HOLIDAY FURLOUGH:** City offices are closed between Christmas and New Year's Day. Employees may use accumulated leave banks or elect leave without pay during the furlough.
- **SICK LEAVE:** Employees earn 96 hours of paid sick leave per year.
- **9/80 WORK SCHEDULE:** Employees work 9/80 work plan.
- **TUITION REIMBURSEMENT:** Tuition reimbursement up to \$1,000 per fiscal year for approved courses is available.

SPECIAL NOTES

- Employment is contingent upon successful completion of a pre-employment medical evaluation. For some positions, the medical evaluation may include an alcohol/drug screen.
- All statements made on applications are subject to investigation and verification. False statements may be cause for disqualification, removal from the eligible list, or discharge from employment.
- The City of Westminster supports workplace diversity. Women, minorities and disabled persons are encouraged to apply. If you have a disability, which requires reasonable accommodation in order to participate in any portion of the process, please advise the City no less than five working days prior to the requested accommodation. Documentation of the need for accommodation may be required upon receipt of the request.
- The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. This announcement contains summary information only. The complete job description may be obtained from the Human Resources Department.